Terms of Reference for the staff of Project Management Unit (PMU)
World Bank funded RNR Job Project
Policy and Planning Division
Ministry of Agriculture and Livestock

1. Background

The Ministry of Agriculture and Livestock (MoAL) will implement a World Bank–funded project titled "Accelerate Bhutan's job transformation through renewable natural resource value chains project". The project will be managed through a dedicated Project Management Unit (PMU) within the Ministry. Therefore, the recruitment of required experts to form the PMU was deemed necessary and the following provides the detailed terms of reference to recruit the PMU staff:

Terms of Reference for Productive Partnership (PP) Coordinator

Qualification and experience

Bachelor's/Master's degree in any relevant field with at least 5 years of working experience in public, corporate or private sector. Has adequate knowledge of agribusiness models and grant mechanisms with strong analytical and project vetting skills.

Roles and Responsibilities

The Productive Partnership Coordinator shall be responsible to:

- Operationalize the Matching Grant guidelines and application system;
- Facilitate call for proposals and coordinate screening process;
- Monitor grantee progress and compliance;
- Support business planning and capacity-building of applicants;
- Maintain transparent documentation and disbursement records;
- Liaise with financial institutions and technical partners;
- Facilitate and structure commercial relationships between producers and private sector actors;
- understand key agricultural value chains and should be involved in identifying those with the highest investment potential;
- Oversee the implementation of the partnership and track their performance alongside the project;
- Play a key role in capturing lessons learned and identifying scalable models for replication;
- Act as the link between the PMU and all actors working in the component (i.e. independent evaluation committee, M&E, consultants, etc)

Place of work

PMU, MoAL under supervision of Project Manager.

Work Ethics and Professionalism

Abide by BCSR 2023, contract terms and exhibit professionalism in all official conduct.

Recruitment Period

The recruitment period will be as decided by the Ministry's HR committee endorsed by the PSC; or for one year contract extendable based on performance.

Remuneration and Salary

Will be paid in the form of consolidated pay as per the financial norms of the Royal Government of Bhutan which will be approved by the Ministry's HR committee and endorsed by the PSC.

Contract Termination and Expel

Subject to termination by MoAL for breach of contract, non-performance or misconduct as decided by the Ministry's HR committee.